



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION OPS CENTER SHIFT SUPV

Job Number: 20000700

Job Code: 24170V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 09/16/2007

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides direct supervision over a shift of Transportation Operations Center Specialists (levels I and II). Monitors and manages road condition reporting data and ensures timely and accurate processing of road and weather incidents/events. Executes management decisions during emergency situations, critical incidents and catastrophic conditions. Oversees the velocity security system and camera surveillance operations for the Transportation Office Building and parking facilities; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in security operations, in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications or traffic operations agency.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year -for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be currently certified as a LINK/NCIC (inquiry only) operator. Applicants and employees in this job title shall be required to submit fingerprints and pass a background check. Shall not have been convicted of any felony crime. Must maintain any

required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes, supervises and reviews the work of a shift including Transportation Operations Center Specialist I's and II's at the statewide Transportation Operations Center in accordance with policies and procedures. Approves leave according to departmental policies and procedures, evaluates employee performance and recommends personnel actions. Counsels employees on work-related problems, gives oral and written reprimands and recommends disciplinary actions consistent with departmental policies and procedures. Interprets statutes, regulations and KYTC policies and procedures and regulations relating to incidents and emergencies. Monitors 511 data to maintain accuracy. Keeps Branch Manager apprised of emergency or unusual incidents in progress and takes control of the system during these incidents. Responsible for training newly appointed TOCS I's and II's. Evaluates new or modified equipment, may prepare specifications for the acquisition of new equipment. Prepares and compiles reports for compliance with state and federal regulations reporting requirements. Monitors computer systems for incoming data and notifies information technology support personnel of system or subsystem failures and inconsistencies. Monitors video, traffic sensors and environmental systems to determine the occurrence of incidents such as fire, stalled vehicles, accidents, and malfunctioning equipment. Analyzes the magnitude of an incident and adjusts system controls in response to current conditions. Checks state and national crime database to inform Highway Safety Patrol Operator personnel of stranded or disabled vehicle information. Communicates with other state agencies including Emergency Management, Fire Marshal's Office, Natural Resources and Environmental Protection, and regional transportation operations centers. Oversees the updates to the messages relayed on the computerized changeable dynamic message signs by way of remote access. Oversees input for electronic communications including CARS, web sites, traveler's information system and other information media. Serves as primary contact after normal hours for employees using state vehicles if the vehicle becomes disabled. Provides call-out service for Highway District Offices after normal business working hours. Oversees the operations of the Transportation Office Building video security surveillance equipment.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Shift work is typically performed in an office setting. High levels of stress may be encountered during emergency situations.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.